



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**OFFICE ASSISTANT, GENERAL  
LIMITED TERM UP TO 24 MONTHS**

**\$1,938 - \$2,588**

**BUSINESS MANAGEMENT BUREAU  
LOS ANGELES**

This position is located in the Business Management Bureau (BMB) on the 10<sup>th</sup> Floor, 300 South Spring Street, Los Angeles.

**RESPONSIBILITIES:** Under the general supervision of the Business Services Officer II, Supervisor, the Office Assistant, General, performs mail handling tasks including, but not limited to, processing incoming and outgoing mail from various sources such as the United States Postal Service, priority mail and courier services, and the Department of General Services Interagency Mail Service. The incumbent will assist in maintaining the supply room and must be able to identify specific stock items, understand units of measure, and be able to manage stock rotation.

The Office Assistant must be able to operate material handling equipment, such as carts, hand trucks, and furniture dollies. The incumbent must be able to lift up to 50 pounds and possess a valid California Driver license.

**DESIRABLE QUALIFICATIONS:** Ability to read, manage multiple tasks, communicate effectively both verbally and in writing, interact with others professionally. Knowledge of operating mailing machinery, copiers, and material handling equipment is desirable, and/or must be willing to learn.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Office Assistant, General, level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Stephanie Brewer, Human Resources, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Office Assistant, General-LT#393-1441-XXX" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

**FINAL FILING DATE:**     **December 27, 2005 or Until Filled**

**NOTE:** Interested individuals must submit applications in order to be considered for this position.

pb12/15/05

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**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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